

CITY ATTORNEY

MISSION STATEMENT

The mission of the Burbank City Attorney's Office is to provide sound, timely and cost effective legal advice and representation to City Council, Commissions, Boards, City officers and staff. The Office is committed to working with staff in carrying out City Council policies and goals. The City Attorney's Office zealously defends and pursues litigation filed against, or by, the City; and fairly and ethically prosecutes misdemeanors and infractions committed within the City.

OBJECTIVES

- Operate a highly ethical, efficient, and effective office by maintaining a well-trained and experienced staff.
- Be an integral part of the City team to avoid or resolve legal issues at the earliest time possible.
- Support City staff in carrying out City Council's goals, not only by giving sound legal advice, but by assisting in formulating solutions.

DESCRIPTION

The City Attorney is appointed by the City Council as the City's top legal advisor. The Office is comprised of three divisions: Departmental Services and Administration, Litigation, and Prosecution with ten support attorneys, one paralegal, one administrator, and six support staff members.

CHANGES FROM PRIOR YEAR

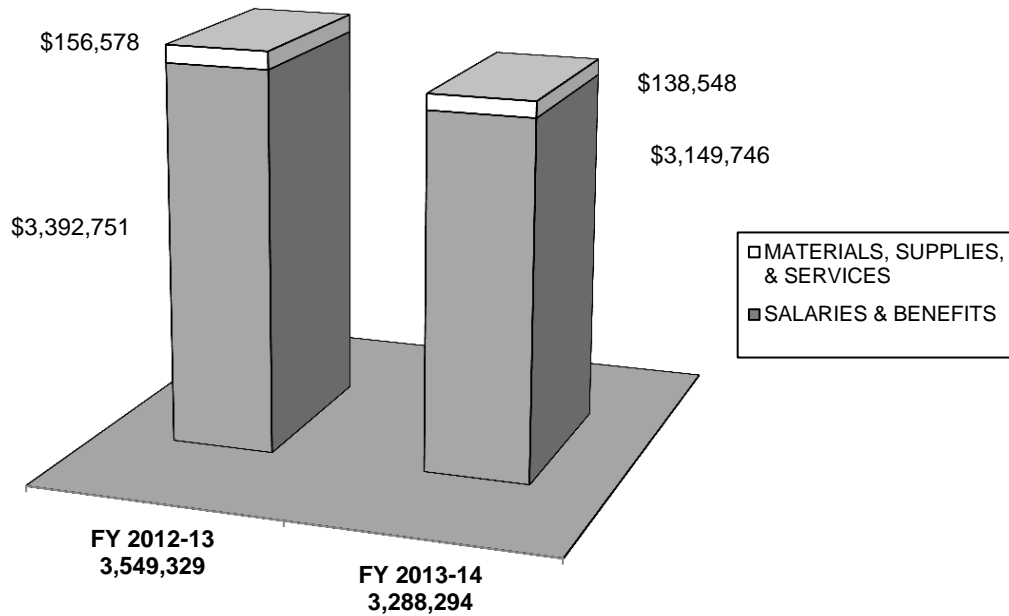
The main change to the City Attorney's Office budget this year is in the freezing and underfilling of a Senior Assistant City Attorney position with a Deputy City Attorney. This one-year freeze contributes to a savings of \$43,688.

DEPARTMENT SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	20.000	20.000	19.000	(1.000)
Salaries & Benefits	\$ 3,458,744	\$ 3,392,751	\$ 3,149,746	\$ (243,005)
Materials, Supplies, Services	165,746	156,578	138,548	(18,030)
TOTAL	<u>\$ 3,624,490</u>	<u>\$ 3,549,329</u>	<u>\$ 3,288,294</u>	<u>\$ (261,035)</u>

CITY ATTORNEY

Department Summary



Departmental Services and Administration Division

001CA01A

The overall goal of this Division is to carry out the policies and directives established by the City Council. This Division provides legal opinions addressing complex legal issues; prepares or reviews all resolutions and ordinances; and drafts, negotiates, reviews and approves contracts from the routine to the very complex. Division attorneys, in addition to the City Attorney, advise Boards, Commissions and City staff on all legal matters such as the unwinding of Redevelopment, land use, real estate, personnel and contracts. This Division dedicates attorneys to the specialized legal needs of BWP. This Division also handles administrative functions of the City Attorney's Office. Lastly, the Office provides ongoing in-service training to City staff, as well as elected and appointed officials.

DIVISION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	9.850	9.850	9.100	(0.750)
Salaries & Benefits	\$ 2,028,074	\$ 1,863,531	\$ 1,726,605	\$ (136,926)
Materials, Supplies, Services	147,690	135,963	119,403	(16,560)
TOTAL	<u>\$ 2,175,764</u>	<u>\$ 1,999,494</u>	<u>\$ 1,846,008</u>	<u>(153,486)</u>

Litigation Division

001CA02A

The Litigation Division is responsible for representing the City, its officers and employees in litigation filed by and against the City, as well as assisting in the administration of governmental tort claims filed against the City. Litigation ranges from simple trip and fall and other allegations of dangerous conditions to complex multi-party civil right or employment cases, as well as litigation concerning issues unique to public agencies. This Division also monitors outside counsel and interacts proactively with various City departments to implement best practices and policies to prevent/decrease the City's liability exposure.

DIVISION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	6.250	6.250	4.800	(1.450)
Salaries & Benefits	\$ 918,604	\$ 1,021,140	\$ 722,269	\$ (298,871)
Materials, Supplies, Services	11,633	8,506	7,047	(1,459)
TOTAL	<u>\$ 930,237</u>	<u>\$ 1,029,646</u>	<u>\$ 729,316</u>	<u>\$ (300,330)</u>

Prosecution Division

001CA03A

This Division prosecutes State misdemeanor violations such as domestic violence, sex abuse and DUI cases, as well as City ordinances. City Prosecutors file on average of over 4,500 cases each year. Prosecution staff are also responsible, in conjunction with the Police Department, for processing court-ordered restitution collected on behalf of victims and City Departments. Since inception of the program in 1998, over one million dollars in restitution has been collected.

DIVISION SUMMARY

	EXPENDITURES 2011-12	BUDGET 2012-13	BUDGET 2013-14	CHANGE FROM PRIOR YEAR
Staff Years	3.900	3.900	5.100	1.200
Salaries & Benefits	\$ 512,066	\$ 508,080	\$ 700,872	\$ 192,792
Materials, Supplies, Services	6,423	12,109	12,098	(11)
TOTAL	<u>\$ 518,489</u>	<u>\$ 520,189</u>	<u>\$ 712,970</u>	<u>\$ 192,781</u>

Departmental Services and Administration Division

001CA01A

		EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS		9.850	9.850	9.100	(0.750)
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,468,763	\$ 1,339,164	\$ 1,237,561	\$ (101,603)
60012	Fringe Benefits	210,727	187,288	181,716	(5,572)
60012.1008	Fringe Benefits - Retiree		4,767	4,404	(363)
60012.1509	Fringe Benefits - Pension	321,992	299,267	254,157	(45,110)
60012.1528	Fringe Benefits - Workers Comp	22,199	28,557	44,279	15,722
60022	Car Allowance	3,944	4,488	4,488	
60031	Payroll Adjustment	449			
		2,028,074	1,863,531	1,726,605	(136,926)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62300	Special Departmental Supplies	\$ 86	\$ 109	\$ 109	
62310	Office Supplies	6,474	7,987	7,987	
62425	Library Resource Materials	52,442	38,047	38,047	
62440	Office Equip Maint & Repair	333	370	370	
62455	Equipment Rentals	5,167	9,270	9,270	
62700	Memberships & Dues	6,020	6,855	6,500	(355)
62710	Travel	2,094	1,800	1,655	(145)
62755	Training	13,045	15,100	15,100	
62895	Miscellaneous	1,269	1,280	1,280	
62950	Housing	3,443			
NON-DISCRETIONARY					
62220	Insurance	31,990	29,863	12,998	(16,865)
62485	F535 Comm Equip Rental	12,927	12,408	12,408	
62496	F537 Computer Equip Rental	12,400	12,874	13,679	805
		147,690	135,963	119,403	(16,560)
PROGRAM TOTAL		\$ 2,175,764	\$ 1,999,494	\$ 1,846,008	\$ (153,486)

Litigation Division

001CA02A

		EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS		6.250	6.250	4.800	(1.450)
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 666,476	\$ 730,032	\$ 509,954	\$ (220,078)
60012	Fringe Benefits	95,244	107,606	84,349	(23,257)
60012.1008	Fringe Benefits - Retiree		3,025	2,323	(702)
60012.1509	Fringe Benefits - Pension	142,952	164,971	105,276	(59,695)
60012.1528	Fringe Benefits - Workers Comp	12,050	15,506	20,367	4,861
60022	Car Allowance	438			
60031	Payroll Adjustment	1,444			
		918,604	1,021,140	722,269	(298,871)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62055	Outside Legal Services	\$ 5,624			
62140	Special Services		2,700	2,950	250
62755	Training	(238)			
62895	Miscellaneous	221			
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	6,026	5,806	4,097	(1,709)
		11,633	8,506	7,047	(1,459)
PROGRAM TOTAL		\$ 930,237	\$ 1,029,646	\$ 729,316	\$ (300,330)

Prosecution Division

001CA03A

		EXPENDITURES FY 2011-12	BUDGET FY 2012-13	BUDGET FY 2013-14	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.900	3.900	5.100	1.200
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 365,715	\$ 353,988	\$ 490,225	\$ 136,237
60012	Fringe Benefits	55,256	62,665	87,156	24,491
60012.1008	Fringe Benefits - Retiree		1,888	2,468	580
60012.1509	Fringe Benefits - Pension	80,074	80,132	101,304	21,172
60012.1528	Fringe Benefits - Workers Comp	8,420	9,407	19,719	10,312
60031	Payroll Adjustment	2,601			
		512,066	508,080	700,872	192,792
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62060	Prosecution Assistance	\$ 2,785	\$ 5,001	\$ 5,001	
62140	Special Services	9	3,300	3,550	250
62755	Training	(238)			
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	3,867	3,808	3,547	(261)
		6,423	12,109	12,098	(11)
		\$ 518,489	\$ 520,189	\$ 712,970	\$ 192,781

CITY ATTORNEY
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2011-12	STAFF YEARS 2012-13	STAFF YEARS 2013-14	CHANGE FROM PRIOR YEAR
CITY ATTORNEY	1.000	1.000	1.000	
CHIEF ASST CITY ATTY	1.000			
SR ASST CITY ATTY	7.000	9.000	8.000	-1.000
ASST CITY ATTORNEY	1.000			
DEPUTY CITY ATTORNEY	2.000	2.000	2.000	
LITIGATION PARALEGAL	1.000	1.000	1.000	
LAW OFFICE ADMINISTRATOR	1.000	1.000	1.000	
LEGAL SECRETARY	3.000	3.000	3.000	
LEGAL SECTRL CLERK	3.000	3.000	3.000	
 TOTAL FULL TIME	 20.000	 20.000	 19.000	 -1.000
 TOTAL STAFF YEARS	 20.000	 20.000	 19.000	 -1.000